



Vehicle Registration Fact Sheet

UPDATED March 05, 2021

**U.S. Army Garrison Hawaii
Directorate of Emergency Services**

Published: January 27, 2021 (**UPDATED March 05, 2021**)

WHAT: Beginning May 01, 2021 all vehicles entering US Army Garrison Hawaii installations must be registered with the Directorate of Emergency Services.

WHEN: Vehicle registration began on January 25, 2021 at the Visitor Control Center (VCC) at Leilehua Golf Course or Fort Shafter Police Station. Units began service member registration on February 08, 2021. Registration enforcement will begin on May 01, 2021.

WHY: U.S. Army Garrison Hawaii (USAG-HI) has historically had problems with abandoned vehicles. Currently, there are approximately 1,000 abandoned vehicles that have been identified for removal on US Army Hawaii (USARHAW) installations. The USAG-HI Directorate of Emergency Services (DES) cannot keep up with the rate of vehicles being abandoned. By preventing more vehicles from becoming abandoned on Army property, USAG-HI DES can focus on efficiently removing already identified abandoned vehicles.

WHO MUST REGISTER:

- **Soldiers and Family Members:** All Soldiers should see their unit S1 to register **their vehicles and their dependent's** vehicles. This includes National Guard members who work on USARHAW installations
- **Civilian Employees:** DA Civilians and Garrison Employees (or any person that works or lives on a US Army Hawaii Installation) may register their vehicles at the Visitor Control Center, Fort Shafter Police Station, or Garrison HHD. Civilian employees in military organizations/directorates can also register their vehicles with the unit S1 or Human Resource Officer.
- **In-Processing:** New Soldiers will be able to register their vehicles as a part of in-processing at the VCC.

WHO DOES NOT NEED TO REGISTER:

- **Visitors:** Visitors DO NOT need to separately register their vehicles; vehicle registration is completed during the visitor pass process at the Visitor Control Centers (VCCs) or Vehicle Processing Centers (VPCs).
- **Contractors:** Contractors DO NOT need to register fleet vehicles if they already have a RAPIDGate Pass.
- **Vendors:** Vendors entering USARHAW installations with a visitor pass DO NOT need to register their vehicle.
- **Tripler Army Medical Center (TAMC):** The vehicle registration requirement will not prevent an individual from seeking medical care, however, you are subject to receiving a citation if you are unable to provide proof of registration if requested by Law Enforcement.
- **GOVs:** Government-Owned Vehicles (GOVs) DO NOT need to be registered.
- **Army Recreation Centers:** Patrons and employees of Piliiaau Army Recreation Center (PARC), Fort DeRussy, and the Hale Koa Hotel do not need to register their vehicles unless they intend to access other US Army Hawaii installations.
- **Rental Cars:** Rental cars with a valid rental contract do not need to be separately registered.

(Vehicle registration will NOT prevent individuals from seeking medical care to include mass vaccination events and COVID-19 Testing)



Vehicle Registration Fact Sheet

HOW TO REGISTER: To register a vehicle, individuals must provide:

- Military ID and State Drivers License
- State Vehicle Registration (Out of State registration acceptable with Hawaii Out of State Permit)
- Hawaii Vehicle Safety
- Valid Insurance

(May register multiple vehicles at once as long as required documents above are provided. Physical presence of the vehicle not required)

ENFORCEMENT: After registering a vehicle, individuals will be provided a DA Form 3626 (Vehicle Registration). The vehicle registration must be kept in the vehicle at all times while on USAG-HI installations and provided to Army Law Enforcement upon request. This includes traffic stops, vehicle inspections at gates, and random checkpoints. Individuals who have not properly registered their vehicle by May 01, 2021 may receive a DA 1408 (Armed Forces Traffic Ticket).

OUT-PROCESSING: During out-processing, Soldiers and DA Civilians will be required to provide proof of disposition for all vehicles registered in their name in order to clear the installation. This includes:

- Bill of Lading (for vehicle shipment).
- Proof of sale and Hawaii Title Transfer paperwork.
- Proof of disposal through a state-approved scrap company.
- Memorandum from Battalion Commander or equivalent certifying proper vehicle disposal.

ABANDONED VEHICLE PENALTIES: Any person who abandons a vehicle on USAG-HI property may be flagged and charged under the Uniform Code of Military Justice (UCMJ) or federal law.

Frequently Asked Questions

Q: Does it cost money to register my vehicle with USAG-HI?

A: No; installation vehicle registration is separate from state registration, and does not cost any money.

Q: I am a Soldier but live and work on Joint Base Pearl Harbor-Hickam. Do I still need to register my car?

A: In order to drive your vehicle on any USAG-HI installation, you must register the vehicle.

Q: The sponsor is deployed or TDY past May 1. Can the spouse or other adult dependent register the family's cars?

A: Yes. You will need the Sponsor's DOD ID #, Sponsor's Social Security Number, Sponsor Unit Information (Company, Battalion, Brigade), Vehicle Registration, Insurance, and Safety Inspection. Bring the information to the VCC, Fort Shafter Military Police Station, or Garrison HHD Wheeler Army Airfield Building 106 to register.



Vehicle Registration Fact Sheet

Frequently Asked Questions (Continued)

Q: I am a retiree but do not live on post. Do I still need to register my vehicle?

A: In order to drive your vehicle on any USAG-HI installation, you must register the vehicle.

Q: I am a civilian employee. I normally drive my own car but sometimes my spouse will drive me to and from work. Should I register all of my family's cars, or just mine?

A: Yes. You must register all vehicles that will be driven on the installation. There is no limit on the number of vehicle registrations.

Q: I am a Soldier but I'm not sure my unit will register me. Can I register my car myself at the Visitor Control Center, Fort Shafter Military Police station, or Garrison HHD Wheeler Army Airfield Building 106?

A: Yes, but you should speak with your unit S1 first to determine if your unit is conducting mass registrations. Civilian Employees should also speak with their Unit/Organization Human Resources personnel to determine if they are participating in mass registrations.

Q: I just moved here and have a rental car for the next month and a half. Should I register the rental vehicle?

A: No; be sure to keep a copy of your rental agreement in the vehicle. In the event you are stopped for inspection or pulled over, show the rental agreement and that will take place for the vehicle registration.

Q: Is Tripler Army Medical Center included in this order?

A: Yes; Tripler Army Medical Center is a USAG-HI Installation and vehicles are required to be registered regardless of Branch of Service.

Q: If I do not have Vehicle Registration will I be denied access to medical care?

A: No; The vehicle registration requirement will not prevent an individual from seeking medical care, however, you are subject to receiving a citation if you are unable to provide proof of registration if requested by Law Enforcement.

Q: I am the Supervisor of a Civilian Organization on USAG-HI, am I able to utilize the initial mass registration method?

A: Yes. Civilians and Service Members can be included on the Import Sheet, please reach out to usarmy.hawaii.visitors@mail.mil if you would like your organization to be included in the mass registration. Please note, this method is ONLY available for Military (all branches), Civilian Employment Organizations, and Contractors. Completed import forms will be sent via encrypted email to usarmy.hawaii.visitors@mail.mil.



Vehicle Registration Fact Sheet

Frequently Asked Questions (Continued)

Q: Does Vehicle Registration apply to Company Vehicles?

A: No, vehicle registration does not apply to Government or Company owned vehicles. This also does not apply to construction equipment, maintenance vans, refuse collection vehicles, lawn care equipment, vendor resupply, HVAC, etc. Vehicle Registration ONLY applies to privately owned vehicles.

Q: Will I be issued a vehicle decal?

A: No, you will not be issued a decal. Upon successful registration of your vehicle you will be issued a DA Form 3626 that you must keep in your vehicle at all times. This form will be generated by the registration system.

Q: I want to visit the Hale Koa, do I need to register my vehicle?

A: No; Vehicle Registration will not be required for Hale Koa, Fort DeRussy, Asia-Pacific Center for Security Studies, Hawaii Army Museum Society, or Piliiaau Army Recreation Center.

Q: I am seeking out COVID-19 testing, do I need to register my vehicle prior to going to a testing site?

A: No; You will not be denied access for lack of vehicle registration. To minimize exposure of personnel to COVID-19, please proceed to the testing location.

Q: I am in the Navy but live on AMR, do I need to register my vehicle?

A: Yes; Vehicle registration applies to USAG-HI housing areas as well and all vehicles must be registered.

Q: Can I make an appointment to register my vehicle?

A: No; Vehicle Registration is a walk-in only service.

Q: Can I register my vehicle online?

A: No, vehicle registration must be done in person in order to verify the vehicle documentation and provide you with a DA Form 3626.

Q: I am only coming on base for a vaccination event, do I need to register my vehicle?

A: No; You will not be denied access for lack of vehicle registration. Please proceed to the vaccination location.



Vehicle Registration Fact Sheet

Frequently Asked Questions (Continued)

Q: Where are the Vehicle Registration sites located?

A: The Visitor Control Center (VCC) at Leilehua Golf Course **(M-F 0730-1500)**, 199 Leilehua Rd, Wahiawa, HI 96786
Fort Shafter Police Station **(M-F 0900-1700)**, Building T-118, 512 Palm Circle Drive Fort Shafter, HI 96858
Garrison HHD BLDG 106, Room 126, **(M-F 0900-1600)**, 851 Wright Ave, (Wheeler Army Airfield) Schofield Barracks, HI 96857

Q: I have another question that isn't listed. Who can I contact for more information?

A: Contact usarmy.hawaii.visitors@mail.mil for any questions or concerns.
